

Beaver County Employee Exit Interview

We would appreciate you taking some time to answer the following questions as honestly as possible. Your individual responses are treated as confidential and will not become part of your personnel file. We believe that the information is of vital importance and will assist in analyzing our employee retention and turnover. Thank you for your cooperation!

Name	Employment Date
Department	Termination Date
Position	Manager

1.) What prompted you to seek alternative employment?

- | | |
|---|---|
| <input type="checkbox"/> Career Advancement Opportunity | <input type="checkbox"/> Company Culture |
| <input type="checkbox"/> Compensation | <input type="checkbox"/> Family Circumstances |
| <input type="checkbox"/> Lack of Recognition | <input type="checkbox"/> Quality of Supervision |
| <input type="checkbox"/> Work Conditions | <input type="checkbox"/> Other _____ |

2.) Before making your decision to leave, did you investigate other options that would enable you to stay?

☐ Yes ☐ No If "yes," describe: _____

3.) What did you think of your supervision in regard to the following? Please check the appropriate box and add comments regarding your responses.

	Almost Always	Sometimes	Never	Comments
Demonstrated fair and equal treatment				
Provided recognition on the job				
Developed cooperation and teamwork				
Encouraged/listened to suggestions				
Resolved complaints and problems				
Followed policies and practices				

4.) Was your workload usually:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Overwhelming | <input type="checkbox"/> Varied, but manageable |
| <input type="checkbox"/> Manageable | <input type="checkbox"/> Too light |

OVER

5.) How would you rate the following in relation to your job? Please check the appropriate box and add comments regarding your responses.

	Excellent	Good	Fair	Poor	Comments
Cooperation within your department					
Cooperation within other departments					
Communication in your department					
Communication within the company as a whole					
Communications between you and your manager					
Morale in your department					
Job satisfaction					
Job training					

6.) How did you feel about your salary and the employee benefits? Please check the appropriate box and add comments regarding your responses.

	Excellent	Good	Fair	Poor	Comments
Base Salary					
Medical Plan					
Dental Plan					
Vision Plan					
401K Plan					
Life Insurance					
Paid time-off					
LOA/FMLA					

7.) How frequently did you get performance feedback?

8.) What did you like most about your job and/or Beaver County?

9.) What did you like least about your job and/or Beaver County?

10.) Do you have any suggestions for improvement? Have you raised them in the past?

11.) Would you recommend Beaver County to a friend as a place to work?

___ Yes, without reservations ___ Yes, with reservations ___ No